

# **CRANSTON SCHOOL COMMITTEE MEETING**

**JULY 15, 2013**

**HOPE HIGHLANDS ELEMENTARY SCHOOL**

**300 HOPE ROAD, CRANSTON, RI 02921**

**EXECUTIVE SESSION 6:00 P.M.**

**IMMEDIATELY FOLLOWING - PUBLIC SESSION**

## **MINUTES**

**This School Committee meeting was held on the evening of the above date in the auditorium of Hope Highlands Elementary School with the following members present: Chairperson Iannazzi, Mrs. McFarland, Mrs. Ruggieri, Mrs. Culhane, Mr. Traficante, Mr. Colford, and Mr. Gale. Attorney Cascione was present for executive session.**

**The meeting was called to order at 6:00 p.m. It was moved by Mrs. Ruggieri and seconded by Mr. Traficante to convene to Executive Session pursuant to RI State Laws -**

### **1. PL 42-46-5(a)(1) Personnel:**

**A. (Discussion of Administrator "A's" Evaluation)**

**B. (Renewal of Contracts – Administrators/Principals)**

### **2. PL 42-46-5(a)(2) Collective Bargaining and Litigation:**

**A. Contract Negotiations' Update(s)=**

**B. (Secretaries)**

- C. (Teachers)**
- D. (Teacher Assistants)**
- E. (Bus Drivers, Mechanics)**
- F. (Tradespeople)**

### **3. PL 42-46-5 (3) Security**

**Called to Order at 6:53 p.m. – Public Session**

**The pledge of allegiance was conducted.**

**Roll Call – Quorum – the roll was called; there was a quorum present.**

**Executive Session Minutes Sealed – July 15, 2013**

**No votes were taken in executive session. Those individuals discussed in executive session were noticed. A motion to seal these minutes was made by Mrs. McFarland; seconded by Mrs. Culhane. The roll was called; all were in favor.**

**Minutes of Previous Meetings Approved – June 12 and 17, 2013.**

**A motion to approve these minutes was made by Mr. Gale; seconded by Mrs. McFarland. The roll was called; all were in favor.**

**Public Acknowledgements/Communications – there were none.**

**Chairperson's Communications – there were none.**

**Superintendent's Communications –**

**Dr. Lundsten stated – Last week at the school committee work session I presented a brief overview of the Rhode Island Accountability System which classifies our schools. These classifications were released by the Rhode Island Department of Education (RIDE) on July 2nd. Tonight I would like to acknowledge how pleased the school committee and the executive team, including myself, are when we reviewed the school classifications. Two of our elementary schools were classified as commended, Orchard Farms and Oak Lawn. It should be noted this is the second year in a row for Oak Lawn. Western Hills Middle School earned the second highest classification as a leading school. What is not obvious at first glance is that most of our elementary schools, both high schools, and Park View Middle School earned what's called a typical rating. What I would like to share with you is every one of these schools, while they earned a typical rating, showed improvement in at least one of the five criteria areas that the classifications were built upon. In fact three of these schools improved with double digit improvement. I was really excited when I started to review the data to see how hard our students, our teachers, the administrators, support staff and parents worked to help us improve so all of our students can succeed. The past year many challenges have been presented to this community yet we continue to improve and to work hard. I am excited as we**

move forward into the new school year to continue this work as I know how important this is to our students' future. Tonight I just wanted to thank all of our committee members for helping us to show the amount of growth in students' success as we did this past year. I know as a community we will continue to work for educational excellence for students. Along that line, tomorrow morning, on the website, a DRAFT of the Strategic Plan will be placed. The strategic plan is like a road map of where we need to go for the next five years. It's an overarching document that establishes a framework as to how we move forward. Last fall I met with several focus groups that consisted of between 80 to 100 parents and teachers across the district and out of that five themes emerged that people wanted to see for their students and so a document which summarizes what I learned at those focus groups and the survey will also be on the website tomorrow and you can actually see a graph and then you will hopefully be able to see a connection between what the parents and our stakeholders told us and the five goals that we have set for the strategic plan. Those include success for all students; building productive relationships with the community; building a positive culture so that our employees have excellence in organizational improvement, establish a healthy and safe environment; and effectively and efficiently managing our physical resources. So what I am asking the public to do it to take a look at the draft and to give us more feedback. After the feedback is collected we will bring it back to the work session on August 14th for the school committee to review. I am positive we will make revisions and the plan probably will not look

exactly the way it does tonight. It shouldn't look that way so just to give you an example, as I was putting the document together for the update for the school committee I noted in goal 4 – healthy and safe learning environment – there was no mention of wellness and that certainly is one of the initiatives that we have spent a lot of time on in the past and I think it is something we need to discuss if we want to include it in this next five year plan. I am looking for that kind of feedback from parents, teachers, and administrators. There is also a list of questions that you might consider as you look at the document and obviously you can either reach me either via email for the feedback or you can give me a call. I would be happy to talk to you. I know that if we do this together we can build a better strategic plan so we can get the outcomes that we want for our students, families and our staff. Thank you.

### **School Committee Member Communications**

Mrs. Culhane stated – The Special Education sub-committee will be meeting on August 14 at 4 p.m. in the Briggs building in case anybody wanted to attend that. The public is more than welcome to come. Only the members of the subcommittee will be allowed to have discussions on the specific topics that we are on. There will be time for public comment after the time the sub-committee drafts a report and presents it to the school committee. So if anybody had any questions or concerns, please feel free to submit those to me or any other members of the school committee.

## **Public Hearing**

- a. Students (Agenda/Non-Agenda Matters) – there were none.**
- b. Members of the Public (Agenda Matters Only)**

**Ed Angilly, 168 Laurens Street**

**Mr. Angilly stated – I am glad to see the district has chosen to create an observation policy. It is also good to see it is not specific to special education and includes an observation policy applicable to all parents. This has always been a topic of discussion amongst the parents of the children with special needs. What we see today on the agenda is a large improvement from when it was first presented in June when the discussion was tabled. One of our concerns still is the limit on the length of time. Thirty minutes may not be enough time for the outside therapist to observe the concerns that are being looked into. They should have the option to request an extended period of time with a limit to how long it can be extended. The whole school day is out of the question, forty-five minutes to an hour I don't think is too outrageous. I understand the concern of having a certified administrator present to protect the policy and safety of the students from disruption. We once heard from Mr. Traf and Superintendent Lundsten that teachers are professionals and the reading in the recess policy using the word refrain was that strong enough? The outside therapist are also professionals and the administrator at the time should be able to make the call as to whether or not they could be left alone to observe or to even maybe extend for 10 to 20 minutes. Part of their observation, they may hear something that would be a better opportunity to see the issue being looked at beyond the 30**

minutes and it may be prudent to have them take that extra 10 or 15 minutes at that point then to request a second visit later on. That's about it. I did sign up for non-agenda items; I mentioned it to Stephanie it was about the subcommittee and she answered my question.

**Suzanne Arena, 88 Lakeland Road**

Ms. Arena stated – I too am here about the observation policy. One of the things that I had a problem with was the note taking. When the director of the office of special education program said they encourage school district personnel and parents to work together in ways to meet the needs of both parents and the school. I am sure you have read this before and heard this information. I know the attorney that drafted the policy felt that there had been no permission given to parents to have this and I am very happy to know that Cranston finally is looking into setting the standard on observations and clearly know that there is no set standard, saying that you have to give it to us. But I believe that it is really critical detailing with some of the information. It is an effective means of memorializing classroom observation which you can relate to with any of your doctors or outside personnel that are dealing, as a team, with your children. One of the things I noted that as a parent that has gone in and worked library on a weekly basis in classrooms reading or with children taking out books or as a chaperone. I have never signed any kind of waiver saying I would never talk about another child. I would never talk about another child. I am there to chaperone or volunteer. I

clearly make observations about other children but I am not going to go out of the classroom and talk about it. However, if I am observing my child and see if the teacher is saying something like Johnny you need to pay attention, if you are not using common sense, or things like that that could be triggers, then I would like to either talk to the IEP team later. Those are things that I need to mention so to say I can't mention anything about the children in the class or the teacher I'm having a little bit of a problem with. I'm not going to say names but I am going to talk about the classroom setting so that's one of the things I had a problem with. The other thing is I'm dyslexic and possibly have ADHD, who knows. But I need to write things down for me to write things down the most important part of what I am seeing and is critical to my memory believe it or not so I've talked to a couple of parents, therapist, a variety of different people and they have said it is important to have the note taking part of it. I'm not Jerry Lewis, I'm not sitting in the back of the class going like this writing my notes, I'm quietly trying to be peaceful just like you are in an IEP meeting when you have someone taking minutes, quietly during the meeting. It doesn't bother anyone. I would think we would be able to do the same thing. I just wonder what the problem is with that. That's all I have to say thank you.

**Sanghi Petrarca, 112 Chestnut Avenue**

**Ms. Petrarca spoke on the observation policy (31 submitted pages of back up on file in the superintendent's office).**



## **Consent Calendar/Consent Agenda**

**Proposed consent agenda – Resolutions 13-7-1, 2, 3, 4 w/addendum, 5, 6, 7, 8 and 9. A motion was made by Mr. Traficante; seconded by Mr. Gale. Mr. Colford asked that 13-7-9 be withdrawn from the consent agenda. The roll was called; all were in favor.**

**Dr. Lundsten stated – tonight on the agenda you will see there is the resignation of Don Cowart who currently, until the end of the month, is principal at Hope Highlands. I just want to wish him well and I believe many of the folks sitting here in the audience would like to wish him well. He has been our colleague for many years and we wish him the best as he moves into another position in another school district and I hope when you see him you will do the same. Thank you.**

**New teachers in the audience were also recognized.**

## **4. Action Calendar/Action Agenda**

### **RESOLUTIONS**

#### **PERSONNEL – ADMINISTRATION**

**NO. 13-7-1- RESOLVED, that at the recommendation of the Superintendent, said certified administrator be renewed as follows:**

**Beth-Anne Basile, Principal, William Dutemple Elementary School  
Contract Effective Date: July 1, 2013**

**See attached Financial Impact Analysis  
&#8195;**

**NO. 13-7-2- RESOLVED, that at the recommendation of the Superintendent, said certified administrator be renewed as follows:**

**Linda Stanelun, Principal, Oak Lawn Elementary School**

**Contract Effective Date: July 1, 2013**

**See attached Financial Impact Analysis**

**NO. 13-7-3- RESOLVED, that at the recommendation of the Superintendent, said certified administrator be renewed as follows:**

**James Zanfini, Principal, Edward S. Rhodes Elementary School**

**Contract Effective Date: July 1, 2013**

**See attached Financial Impact Analysis**

## **PERSONNEL**

**NO. 13-7-4- RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed for the 2013-2014 school year:**

**Jennifer Plympton, Step 12, Plus Masters**

**Education: Ithaca College, BS, MS**

**Experience: Cranston Public Schools**

**Certification: Speech & Language Pathologist**

**Assignment: Itinerant, 1.0 FTE**

**Effective Date: August 26, 2013**

**Authorization: Replacement**

**Fiscal Note: 12117010 51110**

**Jillian Wolff, Step 1, Plus CAGS**

**Education: RIC, BA, MA, Plus CAGS**

**Experience: Cranston Intern**

**Certification: School Psychologist**

**Assignment: Itinerant, 1.0 FTE**

**Effective Date: August 26, 2013**

**Authorization: Replacement**

**Fiscal Note: 11617040 51110**

**Stephanie York, Step 6, Plus CAGS**

**Education: UMass, BA, RIC MA Plus CAGS**

**Experience: Cumberland School Department**

**Certification: School Psychologist**

**Assignment: Itinerant, 1.0 FTE**

**Effective Date: August 26, 2013**

**Authorization: Replacement**

**Fiscal Note: 13417040 51110**

**Matthew Blackburn, Step 5**

**Education: RIC, BS**

**Experience: Foster-Glocester School District**

**Certification: Secondary English**

**Assignment: English 1.0 FTE**

**Effective Date: August 26, 2013**

**Authorization: Replacement**

**Fiscal Note: 129118890 51110**

**With Addendum**

**Cristen Rekrut, Step 1**

**Education: URI, BA**

**Experience: Cranston Substitute**

**Certification: Secondary Math**

**Assignment: Math Intervention 1.0 FTE**

**Effective Date: August 26, 2013**

**Authorization: New**

**Fiscal Note: 11511810 51110**

**NO. 13-7-5- RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed as substitutes on a temporary basis as needed:**

**Patricia Fitzgerald, Elementary**

**NO. 13-7-6- RESOLVED, that at the recommendation of the Superintendent, the resignation of the following certified personnel be accepted:**

**Don Cowart, Principal**  
**Hope Highlands Elementary**  
**Effective Date: July 31, 2013**

**NO. 13-7-7- RESOLVED, that at the recommendation of the Superintendent, the resignation of the following coach(es) be accepted:**

**Clement Soscia, Assistant Coach Girls' Indoor/Outdoor Track**  
**Cranston High School West**  
**Effective Date: June 25, 2013**

**NO. 13-7-8- RESOLVED, that at the recommendation of the Superintendent, the following non-certified personnel be appointed as substitutes on a temporary basis as needed:**

**Betty Perez, Teacher Assistant**

**&#8195;**

**BUSINESS**

**PURCHASES AND PURCHASED SERVICES**

**NO. 13-7-9- RESOLVED, that at the recommendation of the Chairperson of the Cranston School Committee, the Cranston School Committee Meetings and Work Sessions schedule for the 2013-2014**

**school year be adopted (attached).**

**Moved by Mr. Traficante; seconded by Mrs. Ruggieri. Discussion – Mr. Colford stated – on Monday October 21, 2013 would it be possible to move that to October 14 or October 16, a Monday or Wednesday? Ms. Iannazzi stated the 14th is a holiday. Mr. Colford stated- okay what about Wednesday, October 16th? Ms. Culhane stated – I for one cannot do two consecutive Wednesdays; it's too difficult to get a sitter. Those are my objections to that but if everyone else agrees to that...I've got enough time to try to find somebody but it's not always easy.**

**Ms. Iannazzi stated – over the course of the term people are going to miss meetings, that unfortunately happens but are there any....how does the school committee want to proceed?**

**Mrs. McFarland stated – On September 11 we are starting at 5; I don't know if that means we are starting at 4 but I have a problem with that also because I still have a commitment on that Wednesday so I will be late. Same thing, you're going to miss one, I'm going to be late, I might miss one, and we all have other commitments, personal and professional commitments. My point is if I stated going through this entire schedule of school committee meetings I would be asking you guys to make changes for me as well. There being no further discussion the roll was called; all were in favor of keeping the schedule in its original form.**

**POLICY**

**NO. 13-7-10- RESOLVED, that at the recommendation of the School Committee Policy #6165.2, Guidelines Regarding In-School Observations of Students be approved for first reading.**

**Moved by Mrs. Culhane; seconded by Mrs. Ruggieri. Discussion – Dr. Lundsten stated – I think one of the things you need to keep in mind when you look at this policy, especially in regards to the thirty minutes and especially at the elementary schools as well as at the high schools that we have a limited amount of time and you need also to consider transitions and itinerants. I know it seems like a brief amount of time but even when the research tells us when you do an observation of a teacher, basically you see pretty much what you need to see in twenty minutes so thirty minutes seems like a reasonable amount of time in this document. Mrs. McFarland stated – superintendent if I could just ask you to...I know we had much discussion at our last work session in regards to the standards in the industry and the difference in case workers, counseling and taking notes, and videotaping and so forth, could you just elaborate a little bit because there are different standards in different industries so we could explain that to the public.**

**Dr. Lundsten stated – it is my understanding that there are different standards for taking notes and that in fact social workers and other folks that go in to observe are there to actually watch and if they are taking notes, that they may miss things, body language, gestures, comments, therefore when they leave the room they may sit and actually take their notes. Now I would be the first to admit that I am**

not a social worker but this is my understanding of why this is in the document.

Mrs. Culhane stated – that was my concern. I am a social worker and so I shared that same concern that people have discussed but you know I know that we talked about what is usually standard when a school type professional will go in so it may be different from discipline to discipline but when school professionals are going in they are not taking notes.

There being no further discussion; the roll was called; all were in favor.

#### **TABLED RESOLUTION**

**NO. 13-6-29 – RESOLVED**, that at the recommendation of the Superintendent, the approval of the Purchased Service Agreement, with addendum, between The West Bay Collaborative Program located at the Horton Elementary School and the Cranston Public Schools for the amount of \$430,000 be approved (attached).

A motion to remove this resolution from the table was made by Mrs. Ruggieri; seconded by Mr. Traficante. The roll was called on removing it from the table; all were in favor.

A motion to approve was made by Mr. Traficante; seconded by Mrs. Ruggieri. Discussion – Dr. Lundsten stated – I would just like to point out to the audience that this recommendation for the West Bay Collaborative is for the program in the fall at the Horton School; it is not the summer program and I want everyone to understand. Mrs.



**Culhane stated – just so the public knows one of the reasons why we had asked for this motion to be tabled was some members of the school committee were just looking for information on the budget of the West Bay Collaborative and that was given to us at the work session so we felt sufficient enough information had been given to us and that was our main question on that.**

**There being no further discussion; the roll was called; all were in favor.**

**Public Hearing on Non-Agenda Items- there were no speakers.**

**Announcement of Future Meetings – August 14 and August 19, 2013.**

### **Adjournment**

**A motion to adjourn was made by Mr. Traficante; seconded by Mrs. Ruggieri. All were in favor.**

**Respectfully submitted,**

**Paula BM McFarland**

**Clerk**

**&#8195;**

**CRANSTON SCHOOL COMMITTEE MEETINGS AND WORK SESSIONS  
SCHEDULE 2013-2014**

**DATE TIME LOCATION**

**Wednesday, Sept. 11, 2013 5:00 pm (special time) Briggs Building**

**Monday, Sept. 16, 2013 7:00 pm\* Western Hills**

**Wednesday, Oct. 9, 2013 6:00 pm Briggs Building**

**Monday, Oct. 21, 2013 7:00 pm\* Western Hills**

**Wednesday, Nov. 13, 2013 6:00 pm Briggs Building**

**Monday, Nov. 18, 2013 7:00 pm\* Western Hills**

**Wednesday, Dec. 4, 2013 6:00 pm Briggs Building**

**Monday, Dec. 9, 2013 7:00 pm\* Western Hills**

**2014**

**Tuesday, Jan. 21, 2014 7:00 pm Western Hills**

**(Public Budget Work Session)**

**Monday, Jan. 27, 2014 7:00 pm Western Hills**

**(Public Budget Work Session)**

**Thursday, Jan. 30, 2014 (if necessary) 7:00 pm Western Hills**

**(Public Budget Work Session)**

**Monday, Feb. 10, 2014 7:00 pm Western Hills**

**(Budget Adoption)**

**Thursday, Feb. 13, 2014 7:00 pm Western Hills**

**(Budget Adoption II)**

**Wednesday, March 12, 2014 6:00 pm Briggs Building**

**Monday, March 17, 2014 7:00 pm\* Western Hills**

**Wednesday, April 9, 2014 6:00 pm Briggs Building**

**Monday, April 14, 2014 7:00 pm\* Western Hills**

**Wednesday, May 14, 2014 6:00 pm Briggs Building**

**Monday, May 19, 2014 7:00 pm\* Western Hills**

**Wednesday, June 11, 2014 6:00 pm Briggs Building**

**Monday, June 16, 2014 7:00 pm\* Hope Highlands**

**Monday, June 23, 2014 7:00 pm\* Hope Highlands**

**Thursday, June 26, 2014 7:00 pm\* Hope Highlands**

**Wednesday, July 9, 2014 6:00 pm Briggs Building**

**Monday, July 14, 2014 7:00 pm\* Hope Highlands**

**Wednesday, August 13, 2014 6:00 pm Briggs Building**

**Monday, August 18, 2014 7:00 pm\* Hope Highlands**

**Wednesday meeting dates denote School Committee Work Sessions**

**and Monday meeting dates denote regular School Committee meetings. The schedule has also been adjusted, where it could be, to not conflict with City Council meetings.**

**\* = or immediately following Executive Session.**

**GM July 15, 2013 Resolution No. 13-7-9**

**POLICY #6165.2**

**CRANSTON PUBLIC SCHOOLS**

**Guidelines Regarding In-School Observations for All Outside Therapists**

**These guidelines have been established in order to minimize disruption in instruction and/or to the educational process in general.**

**1. Requests to observe classrooms in the school shall be provided in writing to the school administration. The request must include the name of the student to be observed and must state the reason for said observation.**

**2. Permission to observe a classroom shall be limited to an evaluation being conducted for a legitimate educational purpose.**

**3. Individuals seeking permission to observe a particular child must comply with the “Visitor Policy” adopted by the Cranston School Committee (Policy #1250).**

**4. Individuals requesting to observe a classroom must provide**

identification to the school administration and sign in and out at the school office.

5. Individuals requesting to observe a classroom shall be accompanied by a certified administrator at all times.

6. Individuals observing a classroom shall be apprised of the confidentiality requirement under the law. The scope of the observation shall be limited to a specific classroom with the stipulation that any information regarding other students or staff members obtained during the observation will not be shared outside of the school, and information received will not be released to others and will be destroyed when no longer needed for purposes for which the observation was conducted. The individual may be required to sign a separate confidentiality and indemnity agreement as determined by the Administration.

7. Prior to the observation, school administration shall establish the time and duration of the observation. In no event shall an observation be longer than thirty (30) minutes. During the observation, there can be no attempt to engage a teacher or therapist in conversation or ask questions during the instruction. There shall be no attempt to engage with the student being observed or any other students unless expressly authorized by the administrator accompanying the observer. Taking notes, tape recording, or videotaping shall not be allowed during the visit. Such behavior will

be considered disruptive and the individual will be asked to leave the classroom.

8. The Cranston Public Schools reserve the right to rescind observation privileges allowable under State and Federal regulations to any individual who does not comply with the guidelines established by the school administration or when such visits disrupt the educational environment as determined by the building principal.

I understand and agree to comply with the above-referenced policy regarding in-school observations. By signing this agreement I agree that I am observing only the student that I have requested permission to observe and any information that I should obtain about anyone else or anything in the building through my presence in the school is highly confidential and cannot be shared with anyone.

All information that I receive I agree to keep confidential.

Name

Signature

Position

Cranston Public Schools

845 Park Avenue

Cranston, RI 02910

**To:** \_\_\_\_\_  
\_\_\_\_\_

**From:** \_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_  
\_\_\_\_\_

**Re: Student/Classroom Observation**

**Attached you will find the Cranston Public School's policy and guidelines regarding in-school observations. The guidelines must be followed for all student/classroom observations by outside therapists.**

**Your request will be reviewed by the School Principal and/or Special Education Administrator.**

**After you have read and agreed to the conditions listed on the guidelines, you will need to submit your written request to the School Principal. You must state the educational purpose as well as provide authorization from the student's parent or guardian. The signed guidelines along with the required documentation must be returned to the student's School Principal.**

**You can request the time and date for observation. However, the final decision as to date and time shall be determined by the School Principal. You will need to provide identification when you arrive at the school for the observation. You will be accompanied by, or in the presence of, a certified administrator at all times.**

**If you have any questions, you can call the student's school at \_\_\_\_\_ or the Special Education Director at (401) 270-8137.**

**Attachment:**

**Guidelines Regarding In-School Observations**

**POLICY #6165.2 (Continued)**

**CRANSTON PUBLIC SCHOOLS**

**Guidelines Regarding In-School Observations for All Parents**

**These guidelines have been established in order to minimize disruption in instruction and/or to the educational process in general.**



**1. Requests to observe classrooms in the school shall be provided in writing to the school administration. The request must state the reason for said observation. Only a parent/legal guardian may observe and the parent shall not bring anyone else to the observation.**

**2. Parents requesting to observe a classroom must comply with the “Visitor Policy” adopted by the Cranston School Committee (Policy 1250).**

**3 Parents requesting to observe a classroom must be accompanied by an administrator at all times.**

**4. Parents may observe no more than one (1) time per quarter**

**5. Parents observing a classroom shall be apprised of the confidentiality requirement under the law. The scope of the observation shall be limited to a specific classroom with the stipulation that any information regarding other students or staff members obtained during the observation will not be shared outside of the school, and information received will not be released to others and will be destroyed when no longer needed for purposes for which the observation was conducted. Parent may be required to sign a separate confidentiality and indemnity agreement as determined by the Administration.**

**6. Prior to the observation, school administration shall establish the time and duration of the observation. In no event shall an observation be longer than thirty (30) minutes. During the observation, there can be no attempt to engage a teacher or therapist in conversation or ask questions during the instruction. There shall be no attempt to engage with the student being observed or any other students unless expressly authorized by the administrator accompanying the observer. Taking notes, tape recording, or videotaping shall not be allowed during the visit. Such behavior will be considered disruptive and the parent will be asked to leave the classroom.**

**7. The Cranston Public Schools reserve the right to rescind observation privileges allowable under State and Federal regulations to any parent who does not comply with the guidelines established by the school administration or when such visits disrupt the educational environment as determined by the building principal.**

**I understand and agree to comply with the above-referenced policy regarding in-school observations. By signing this agreement I agree that I am observing only my child and other information that I may obtain during this observation is highly confidential and cannot be shared with anyone.**

---

---

**Name      Signature**

\_\_\_\_\_

**Student's Name**

**Cranston Public Schools**

**845 Park Avenue**

**Cranston, RI 02910**

**To:** \_\_\_\_\_

\_\_\_\_\_

**From:** \_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_

**Re: Student/Classroom Observation**

**Attached you will find the Cranston Public School's policy and guidelines regarding in-school observations. The guidelines must be followed for all student/classroom observations by a student's parent(s).**

**Your request will be reviewed by the School Principal and/or Special Education Administrator.**

**After you have read and agreed to the conditions listed on the guidelines, you will need to submit your written request to the School Principal. The signed guidelines along with the required documentation must be returned to the student's School Principal.**

**You can request the time and date for observation. However, the final decision as to date and time shall be determined by the School Principal. You will need to provide identification when you arrive at the school for the observation. You will be accompanied by, or in the presence of, a school staff member at all times.**

**If you have any questions, you can call the student's school at \_\_\_\_\_ or the Special Education Director at (401) 270-8137.**

**Attachment:**

**Guidelines Regarding In-School Observations**

**&#8195;**

# **Cranston Public Schools**

## **Confidentiality and Indemnity Agreement**

### **Observation of Student**

**It is the responsibility of the Cranston Public Schools (hereinafter “CPS”) to follow all state and federal laws relating to the confidentiality of information for both students and staff. Additionally, it is the policy of CPS to provide our students and employees with a level of privacy and confidentiality with any information concerning any of our students or employees.**

**In the course of your observation you may have access to information about other students or employees, their families and/or personal business.**

**Therefore, I agree that:**

**I will hold any information that I obtain during my observation of student**

---

**\_\_\_\_\_ in the truest confidence as required by law. I understand that I cannot discuss any other information that I may have obtained with anyone at any time other than the information I learned about the student I was observing. Furthermore, I understand that I cannot use any information that I obtain for any reason. I understand that if I**

**violate this confidentiality agreement I shall never again be allowed to observe any student in the CPS and legal action could be taken against me. I further agree to indemnify the CPS in the event that I violate my confidentiality requirement and legal action is taken against CPS for any damages assessed against CPS.**

**I have read this confidentiality agreement and agree to its terms.**

**Name** \_\_\_\_\_  
\_\_\_\_\_

**Signature** \_\_\_\_\_  
\_\_\_\_\_

**Date** \_\_\_\_\_  
\_\_\_\_\_

**First Reading: July 15, 2013**

**Policy Adopted: CRANSTON PUBLIC SCHOOLS**

**Resolution No.: 13-7-10 CRANSTON, RHODE ISLAND**

**&#8195;**

## **ALTERNATIVE LEARNING PROGRAM AT HORTON ELEMENTARY**

**This Agreement is made and entered into this \_\_\_\_ day of June, 2013,  
by and  
between the Cranston School Committee/Cranston Public Schools  
(hereinafter referred to as  
"Cranston") and West Bay Collaborative (hereinafter referred to as  
"West Bay").**

**WHEREAS, Cranston is in need of an alternative learning program;  
and**

**WHEREAS, West Bay has the ability to provide those services.**

**Now, therefore, for good and valuable consideration, it is agreed:**

### **1. TERM:**

**The term of this agreement is for the 2013-2014 academic school  
year.**

## **2. COMPENSATION FOR SERVICES RENDERED BY WEST BAY:**

**Cranston shall pay a fee in the amount of \$430,000.00 which said amount shall be billed and paid on a quarterly basis.**

## **3. OBLIGATIONS OF WEST BAY:**

**A. West Bay shall operate an alternative elementary school program for students in grades K-6 with two self-contained classrooms at the Horton Elementary School for a maximum of 16 students. The program will provide a highly structured, supportive, and therapeutic environment. Class time will be devoted to hands-on activities for all academic areas with lessons and activities to promote social and life skills. Each classroom will have a Certified Teacher and a Teacher Assistant. The program will also have a Program Administrator and Counseling Services.**

**B. The schedule shall conform to school calendar of Cranston.**

**C. West Bay shall be responsible for the management and supervision of the**

**Program Administrator, Teachers, and Teacher Assistants, all of whom will be employed by West Bay. West Bay will also provide counseling with certified staff and/or outside services to**



**accommodate IEP needs. The amount of Counseling provided by West Bay will not exceed a .5 FTE.**

**D. West Bay shall be responsible all supplies and materials, student activities, and transportation during the school day that is needed to effectively operate the program.**

**E. West Bay shall obtain and maintain Workers' Compensation insurance and general and professional liability insurance with limits of liability of \$1,000,000.00 for the services and personnel provided under this Agreement.**

**F. West Bay agrees to indemnify and hold Cranston harmless from and against any claim, loss, damage, cost, expense or liability arising out of any negligence or wrongful acts of West Bay, its agents and/or employees.**

**G. West Bay agrees that this contract may not be assigned without the prior written consent of Cranston.**

#### **4. OBLIGATIONS OF CRANSTON:**

- A. Cranston shall provide the space and will be responsible for the maintenance and security of the facility.**
- B. Cranston shall provide the phone lines and internet connectivity.**
- C. Cranston shall be responsible for providing textbooks, workbooks, software and assessment materials in use in the district.**
- D. Cranston shall be responsible for the food service.**
- E. Cranston shall be responsible for student transportation to and from home.**
- F. Cranston shall provide part-time staff, to include Music, Library, and PE Teacher; and Speech Language and OT/PT as dictated by IEPs.**
- G. Cranston shall provide all necessary student records.**
- H. Cranston shall obtain and maintain general liability insurance as presently existing.**
- I. Cranston shall indemnify and hold West Bay harmless from any claim, loss, damage, cost, expense or liability arising out of any negligence or**

**wrongful act of  
Cranston, its agents and/or employees.**

## **5. SEVERABILITY:**

**If any provisions of this Agreement shall be held invalid or unenforceable in whole or in part, then such provision shall be ineffective to the extent of such invalidity or unenforceability, but shall not affect the validity or enforceability of the remaining provisions of this agreement.**

## **6. BINDING EFFECT:**

**This Agreement shall be binding upon and inure to the benefit of the parties respective successors, but shall not be assigned without the written consent of the parties.**

## **7. GOVERNING LAW:**

**This Agreement shall be governed by and construed in accordance with the laws of the State of Rhode Island.**

**8. COMPLETE AGREEMENT:**

**This Agreement represents the complete agreement of the parties and succeeds all prior agreements and communications. This agreement shall not be modified except by a writing signed by both parties.**

**Witness: Cranston School Committee**

\_\_\_\_\_

\_\_\_\_\_

**Witness: West Bay Collaborative**

\_\_\_\_\_

\_\_\_\_\_

**Karen Ostroff, Executive Director**

**&#8195;**

**ALTERNATIVE LEARNING PROGRAM AT HORTON ELEMENTARY  
ADDENDUM**

**This ADDENDUM to the Alternative Learning Program at Horton Elementary Agreement is made and entered into this \_\_\_\_ day of June, 2013, by and between the Cranston School Committee/Cranston Public Schools (hereinafter referred to as "Cranston") and West Bay Collaborative (hereinafter referred to as "West Bay").**

**This ADDENDUM allows the program to accept students from other districts provided that their district will pay an agreed upon tuition to West Bay and that the presence of these students will not reduce the level or quality of services that the Cranston students receive.**

**1. In addition to the obligations in the Alternative Learning Program at Horton Elementary Agreement, West Bay agrees to the following obligations specifically for students from other districts:**

**A. West Bay shall be responsible for the food service. West Bay will pay the full cost of the meals to Cranston's Food Service Program.**

**B. West Bay or the student's home district shall be responsible for student transportation to and from home.**

**C. West Bay or the student's home district shall provide part-time staff, to include Counseling, Speech Language, and OT/PT as dictated by IEPs.**

**2. Class size in the two self-contained classrooms being provided in the Alternative Learning Program at Horton Elementary Agreement will not exceed 10 students.**

**3. If West Bay has two full-time students from other district(s), West Bay agrees to increase Social Worker services for the entire Alternative Learning Program at Horton Elementary, including the Cranston students at no additional cost to Cranston.**

**4. If West Bay has five full-time students from other district(s), West Bay agrees to open a third classroom. If a third classroom is opened, Cranston would have the option of sending an additional 4 Cranston students at no additional cost to Cranston.**

**Witness: Cranston School Committee**

---

**Witness: West Bay Collaborative**

---

**Karen Ostroff, Executive Director**

## **Administrator's Compensation Schedule**

### **Administrator's Compensation Schedule**

**Fiscal Year 2013-2014**

<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>	<b>ANN</b>	<b>SALARY</b>
<b>HEALTH</b>	<b>DENTAL</b>	<b>LIFE</b>	<b>PENSION</b>	<b>SURV</b>
<b>BEN</b>	<b>OASDI</b>	<b>MEDICARE</b>	<b>TOTAL</b>	<b>Fringe Sal &amp; Fringe</b>
<b>Basile, Beth</b>	<b>Principal</b>	<b>Dutemple</b>	<b>90,000.00</b>	<b>13,374</b>
<b>96 0 1305</b>	<b>29,706</b>	<b>119,706</b>		
<b>Stanelun, Linda</b>	<b>Principal</b>	<b>Oak Lawn</b>	<b>90,000.00</b>	<b>13,374</b>
<b>13,374 96 0 1305</b>	<b>29,706</b>	<b>119,706</b>		
<b>Zanfini, James</b>	<b>Principal</b>	<b>Rhodes</b>	<b>90,000.00</b>	<b>13,374</b>
<b>96 0 1305</b>	<b>20,399</b>	<b>110,399</b>		

**Fiscal Year 2014-2015**

<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>	<b>ANN</b>	<b>HEALTH</b>	<b>DENTAL</b>	<b>LIFE PENSION</b>	<b>SURV</b>	<b>SALARY</b>
<b>BEN OASDI MEDICARE TOTAL Fringe Sal &amp; Fringe</b>								
Basile, Beth	Principal	Dutemple	90,000.00	14310	1035	33		13,374
96 0	1305		30,153				120,153	
Stanelun, Linda	Principal	Oak Lawn	90,000.00	14310	1035	33		
13,374	96 0	1305		30,153			120,153	
Zanfini, James	Principal	Rhodes	90,000.00	5455	304	33		13,374
96 0	1305		20,567				110,567	

**Fiscal Year 2015-2016**

<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>	<b>ANN</b>	<b>HEALTH</b>	<b>DENTAL</b>	<b>LIFE PENSION</b>	<b>SURV</b>	<b>SALARY</b>
<b>BEN OASDI MEDICARE TOTAL Fringe Sal &amp; Fringe</b>								
Basile, Beth	Principal	Dutemple	91,800.00	14739	1066	33		13,641
96 0	1331		30,907				122,707	
Stanelun, Linda	Principal	Oak Lawn	91,800.00	14739	1066	33		
13,641	96 0	1331		30,907			122,707	
Zanfini, James	Principal	Rhodes	91,800.00	5619	313	33		13,641
96 0	1331		21,034				112,834	

**Projections for 3% increase for health & dental in year 2 & 3.**



**Projections for pension remain flat at 14.86% for all three years.**